



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO D

FEB 4 2003

**MEMORANDUM FOR DLA CORPORATE BOARD
COMMANDERS, DLA FIELD ACTIVITIES**

SUBJECT: Headquarters Defense Logistics Agency Curtailed Operations

Over the past several years, the Defense Logistics Agency (DLA) has declared curtailed operations days in conjunction with Federal holidays for our military employees, with liberal leave for the civilian workforce. I recently reviewed this policy with my senior staff and concluded that we would reduce the number of days for which we execute this policy.

DLA will continue to plan for curtailed operations in connection with the major holidays of Thanksgiving, Christmas, and New Year's Day. Additionally, to the extent operational conditions permit, we will execute curtailed operations in conjunction with the three Federal holidays that have direct connection to the Armed Forces: Memorial Day, Independence Day, and Veteran's Day. This will afford an opportunity for military personnel to be granted 96 hour liberty periods/passes to appropriately commemorate these days and honor those in the Armed Forces who have served before them.

Below is the revised list of curtailed operations days in conjunction with these holidays usually on a Friday or Monday:

Memorial Day	Independence Day	Veteran's Day
Thanksgiving Day	Christmas Day	New Year's Day

On days of curtailed operations, the Agency will operate at a minimum staffing level (equivalent to holiday/weekend staffing). Within mission constraints, military members and civilian employees will be allowed the opportunity to enjoy an extended holiday. All offices will be staffed sufficiently to support missions or respond to tasks of an immediate nature.

Ongoing operations in support of worldwide contingency missions remain our top priority and may require cancellation of days and/or modifications to required minimum manning levels.

DLA Field Activity Commanders are encouraged to implement similar policies.

**KEITH W. LIPPERT
Vice Admiral, SC, USN
Director**

